

## ASSESSMENT

The assessment methods include:

- Simulated workplace activities and observations during work placement
- Projects
- Written questions
- Class participation
- Role plays
- Case studies

## PLACEMENT

Bellarine Training and Community Hub will find placement for all students undertaking training, where work placement is a requirement to satisfactorily complete this course.

## EMPLOYABILITY SKILLS

This qualification incorporates employability skills; skills that apply across a variety of jobs and life contexts and including:

- Communication
- Problem solving
- Planning and organising
- Initiative and enterprise
- Teamwork
- Self management
- Learning
- Technology

## EXPECTED SELF-PACED STUDY HOURS

**Beginner** (Full Study Model) -

No recent related industry experience.

Self-paced study hours expected approximately 14.8 hours per week.

**Intermediate** (Partial Study Model) -

Limited knowledge and skills with related industry experience. Self-paced study hours expected approximately 10 hours per week.

**Advanced** (Partial Recognition Pathway) -


Extensive current relevant knowledge and skills including related industry work experience. Self-paced study hours expected approximately 8 hours per week.



Bellarine Training  
& Community Hub

## HOW TO APPLY


 5255 4294

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 [www.btach.com.au](http://www.btach.com.au)

 [bellarinetraining](https://www.facebook.com/bellarinetraining)

 [bellarinetrainingcommunityhub](https://www.instagram.com/bellarinetrainingcommunityhub)



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**CERTIFICATE IV IN  
HEALTH  
ADMINISTRATION  
(HLT47321)**



**TOID 20459**

# COURSE INFORMATION

This course will provide you with the technical skills to interpret and apply medical terminology, lead effective workplace relationships, and manage patient record keeping systems. You will be guided every step of the way to ensure your transition into the health sector is a success. Successful completion of this course will qualify you to lead a health admin team. This course provides the skills required to work in a senior/supervisor role within health administration.

## PRE-REQUISITES

Students are required to obtain a current clear Victorian Police Check and Working with Children Check and basic computer skills are required to complete this course.

## PATHWAYS

Pathways from this qualification include Health Practice Manager, Executive Assistant, Practice Manager, Health Administration Supervisor, Senior Clinical Coder, Ward Clerk, Medical Records Section Leader

## ALL WELCOME

Bellarine Training and Community Hub invites all people from the community to participate in our courses.

## COURSE STRUCTURE

Total number of units = 15  
9 core units, 6 elective units

## COURSE DURATION

28 WEEKS X 11 HOURS  
+ 16 hours placement arranged by BTACH

## CORE UNIT NOMINAL HOURS

CHCDIV001 - Work with diverse people	40
CHCLEG001 - Work legally and ethically	55
HLTWHS003 - Maintain work health and safety	40
BSBMED305 - Apply the principles of confidentiality, privacy and security within the medical environment	20
HLTINF007 - Implement and monitor infection prevention and control standards, policies and procedures	70
CHCCCS020 - Respond effectively to behaviours of concern	20
HLTCCD003 - Use medical terminology in health care	85
CHCCOM005 - Communicate and work in health or community services	30
HLTADM010 - Facilitate a coordinated approach to client care	30

## ELECTIVE UNITS NOMINAL HOURS

BSBLDR414 - Lead team effectiveness	50
BSBTEC301 - Design and produce business documents	80
CHCPRP003 - Reflect on and improve own professional practice	120
BSBMED401 - Manage patient recordkeeping system	50
BSBOPS404 - Implement customer service strategies	40
BSBMED302 - Prepare and process medical accounts	30

\*Nominal hours indicated above include direct contact, student assessment and preparation, student homework and practice tasks.

## FEES AND CHARGES

The student tuition fees are indicative only and subject to change given individual circumstances at enrolment. This training is delivered with Victorian and Commonwealth Government Funding. Fees may also change in line with Government fees and charges policy. Fees listed below are inclusive with no hidden costs, and no more to pay. \$100.00 enrolment deposit is required at time of booking to confirm enrolment. Payment plan options are available for students enrolling in our courses with fortnightly payments required. Students must meet funding and concession eligibility to claim. Where students are to attend placement BTACH trainers will organise these placements in consultation with the student.

## COURSE COSTS

	FUNDED	UNFUNDED
ENROLMENT	\$0.00	\$4500.00
ADMIN	\$100.00	\$100.00
RESOURCES	\$300.00	\$300.00
TOTAL	\$400.00	\$4900.00